

The Japan Foundation, Kuala Lumpur (JKL)
VACANCY ANNOUNCEMENT
Position: Japanese Language Lecturer (contract)
Closing Date: January 31, 2019 (Thu)

One of the main objectives of the Kuala Lumpur office of the Japan Foundation is to support and enhance the development of the Japanese language education in Malaysia. This is through working closely with the Ministry of Education Malaysia, institutions of higher learning, schools and other organizations to conduct activities and programs such as seminars, conferences, contests, events and language courses.

We are currently looking for eligible Malaysian candidates who are interested in working with our team of language experts and lecturers to plan, manage and conduct Japanese language courses.

1. No of Vacancy:
 Post A (*with 5 years of teaching experience and above*) : 1 vacancy
 Post B (*with NO or less than 5 years of teaching experience*) : 1 vacancy
2. Contract Duration:
 One (1) year (including a 3-month probation period). After which, the contract may be extended based on mutual agreement.
3. Contract Commencement: Anytime between February and March 2019 (to be confirmed based on mutual discussion)

4. Duties
 Including (but not limited to)

Job Description	Post A	Post B
1. Assisting the Chief Lecturer in the overall planning, implementation and assessment of the Japanese language education related programs conduct by JFKL;	✓	
2. Teaching and managing Japanese language courses conducted by JFKL	✓	✓
3. Assisting in the planning and implementation of the various training program conducted by JFKL		✓
4. Assisting in any other JFKL's support programs related to Japanese Language Education	✓	✓

5. Place of Work
 The Japan Foundation, Kuala Lumpur
 18th Floor, Block B, Northpoint
 Mid-Valley City, No: 1, Medan Syed Putra
 59200 Kuala Lumpur, Malaysia
6. Remuneration & Working Condition
 - a) Salary
 Post A: RM4,000 - 8,000 per month (depending on qualification and experience)
 Post B: RM2,500 - 4,000 per month (depending on qualification and experience)
 In addition, travel allowance and parking will be provided.
 - b) Working hours
 5 days/week (Mon to Friday / Tuesday to Saturday)
 8:30am – 4:30pm / 2pm – 9pm (varies with the nature of work assigned)

- c) Annual Leave
8 days per year with 14 days sick leave entitlement (according to Malaysian Labour Law)
- d) Medical Allowance
Covered by JFKL Staff's Medical Insurance.

7. Eligibility

- a) Malaysian citizen
- b) Japanese Language Proficiency: N1 or L1 of the JLPT and above
- c) Age:
Post A: Below 50 years old (as of Feb 1, 2019)
Post B: Below 40 years old (as of Feb 1, 2019)
- d) Qualification:

Post A	Post B
<ul style="list-style-type: none"> • Under or Post graduate 	<ul style="list-style-type: none"> • Under or post graduate including those who are scheduled to graduate by Mar 31, 2019
<ul style="list-style-type: none"> • Major in Japanese language education or its related field is preferred 	
<ul style="list-style-type: none"> • More than 5 years of experience in teaching Japanese language 	<ul style="list-style-type: none"> • Although teaching experience is preferred, those without are equally welcome to apply

8. Application Procedure

- a) Document to be submitted
 - (1) A copy of the JFKL Japanese Language Lecturer Application Form (to be completed in Japanese). The form can be downloaded from JFKL homepage.
 - (2) A photocopy of the certificate/test score of the JLPT (if any)
- b) Submission date: January 31, 2019 (Thu)
- c) Application is to be submitted to koushi_saiyou@jfkf.org.my

9. Selection Procedure

- a) Preliminary Screening
All submitted application will be screened. Only successful candidates will be informed via email or telephone by February 15, 2019 (Fri). Date(s) of the interview will also be informed accordingly.
- b) Second Screening (Interview)
Interview will be held between February 18 and 20, 2019. The place of interview will be at JFKL's office. Travel allowance will not be provided. Those who are overseas may request for interview via skype.

10. Enquiries

- a) Potential candidates are welcome to make enquiries by email as well as to make appointment to meet up with the chief lecturer at JFKL's office to understand the scope and nature of work. If necessary, permission may be granted to observe a class in progress.
- b) Those from afar may even request for a video chat, instead of visiting JFKL personally.

Email: koushi_saiyou@jfkf.org.my